

**Executive Committee Conference Call Minutes
January 24, 2005 Meeting**

(Minutes recorded and submitted by Goldie Caughlan, NOSB Secretary).

NOSB Members: James Riddle, Kevin O'Rell, Goldie Caughlan, Andrea Caroe, George Siemon, Nancy Ostiguy, and Dave Carter

NOP Staff: Barbara Robinson, Arthur Neal, and Katherine Benham

1. **Call to Order:** JR called the meeting to order at 4:05 p.m. EST and asked for any additions or changes to agenda. None voiced.
2. **Announcements:** JR announced that five new NOSB members have been appointed. JR has contacted each personally, had conversations with each, and had a very good sense from all new appointees. JR also announced that he learned today that Ann Cooper is resigning, effective immediately. She has determined that she is over committed. She missed the October 2004 meeting and will also miss the February meeting. She has stated she will submit her resignation to Secretary Johanns, with a copy to B.Robinson at NOP.

JR stated he is exploring with NOP whether possibly the remainder of AC's term might be filled by someone who could be appointed as soon as possible, perhaps from the recent slate of already screened applicants. The term would expire January 2007, so in a little less than two years. Already there are five members rotating off in January 2006, and if this seat is left open, it will mean six new members joining the board one year from now. At that time, only four NOSB members out of fifteen will have served on the board longer than one year, and that is not a desirable rate of turnover, in JR's opinion.

(K.Benham and N. Ostiguy joined the meeting at 1:10 p.m. EST).

GS inquired as to the process for new members to be assigned to committees, and JR responded that he had acquainted them all with the standing committees. Some have already indicated preferences, but the actual assignments will not be formalized until February's meeting, including the orientation session. We all need to look at our strengths and try for as good a balance as there is possible. There are some pretty obvious indications, of course, for instance R. Delgado and H. Karriman have strong livestock backgrounds.

3. **Secretary's Report:** GC reported that as she was not present for the November 2004 Executive Committee meeting, she has no minutes. KB stated that she has a tape of the minutes, but her workflow has not made it possible to have them transcribed yet. GC stated that this week she transmitted a rough draft of the December EC meeting to members, but has not received corrections. AN stated that the October EC meeting summary is still under review, but it should be in the meeting book for approval at February's meeting, and probably the November minutes should be there as well. (D. Carter joined the meeting at 1:17 p.m EST).
4. **NOP Update:** AN announced that the Federal Register Notices for both pet food and aquatic species task force applications are in today's FR. Written nominations must be in by or before February 23. As far as for NOSB representation on each task force, that will be worked out between the NOP and the Livestock Committee Chair.

There was some general discussion by the EC members as to the nature of the wording of the FR notice, and whether the NOSB is mandated to develop standards, or to convene to consider development of standards. It was not clear. The general tone was if standards are deemed appropriate to be developed, they should be, and if they are not, they should not be.

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AN explained that it is likely there will be a sufficient pool of names received by the close of the nomination period (February 23.) Twelve individuals need to be appointed to each of the two TF's. It is anticipated that will be done within 60 days of the publication of the notice in the FR, so that is by March 23 or earlier. Screening of the nominees is an internal NOP process, and not involving any vote by the NOSB.

BR reported on status of the Good Guidance Practices and said it has been suggested that it goes forth as a proposed rule rather than a FN, but no decision has been made yet.

AN reported on the progress of approval of the long-awaited materials docket for publication. It is pending but he believes that it should be going out very soon. The docket for processing and crops as well as the Sunset Docket are both close to being ready for the FR, with no problems expected from OGC.

BR reported on the progress of the NOP Response to NOSB on the Issue Papers, stating that she spoke with their lawyer and they are hoping to have it ready this week. JR commented that it is in the best interest of all that it be prior to the February NOSB meeting.

AN mentioned that he had been contacted by a gentleman named Curtis Walton, who is anxious to get his issue regarding cultured sugar on the board's agenda, that he has communicated with JR, but that he is concerned because he has an issue with CBI. JR responded that he had explained to Mr. Walton that he needs to petition and that the process includes an allowance for CBI.

DC stated that the PDC had worked again on the ED job description draft and sent it once again to BR but that the draft currently on the table is what the PDC did develop and reviewed. JR stated that there needs to be added in, under "required qualifications" the first bullet, insert "chemistry, food, biology." DC so moved, GC seconded, and it passed unanimously. In addition, DC moved that in the desired qualifications, the second point, "advocacy" should be deleted and "management" inserted. NO seconded, and the motion carried unanimously. DC then moved, and NO seconded, that the ED job description be accepted as amended. The motion carried unanimously.

GS stated he wanted additional clarification on the issue of the two Task Forces. He said he understands that each will be formally appointed by the NOP, and asked whether they would be appointed at an NOSB meeting or a formal meeting? JR responded that TF's have been appointed or formed previously, between meetings, and while it would ideally be at the meeting, otherwise the executive could act on behalf of the board.

5. **Agenda For February NOSB Meeting:** There was discussion as to the orientation of new members. It will be closed, not open to the public, which is to make new members comfortable as the full board begins the process of becoming acquainted with the process and each other. New committee assignments and chairmanships will be being formed also during this session. JR commented that he hopes each board member will be inclined to share more about our personal backgrounds than perhaps we usually would.

JR moved that a guest speaker from AAPFCO be authorized for March 2, since they will have had their meeting on February 20. The speaker would be Michael Norman, or if he is not available, then Emily Brown Rosen could fill in. DC so moved, GS seconded, and the motion passed unanimously, to authorize either of those two to speak on March 2.

DC reminded all that the PDC will meet on Wednesday the 2nd at 8:30. JR reminded all that there will be a social event with the new board on Monday night.

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DC moved, NO seconded, and the EC unanimously voted to adjourn at 5:10 pm EST

(Below, the AGENDA for today's call from JR)

We have an EC conference call scheduled for 4 pm EST

Monday Jan. 24.

I would like to propose the following agenda:

1. Approve agenda
2. Announcements
3. Approve minutes from last EC calls
4. NOP update on pending issues
 - a. Federal Register notices
 - b. Response to NOSB issue papers
 - c. Collaboration document
 - d. Other
5. NOSB Executive Director job description - I have attached the current draft from the PDC. I suggest adding "biology, chemistry" to the first point under Required Qualifications and changing "advocacy" to "management" in the second point under Desired Qualifications.
6. Approve agenda for next NOSB meeting - I have received input from most committee chairs, and have revised the attached draft 2 agenda.
7. Other business
8. Adjourn